



Richard M. Flynn  
*Commissioner*

# State of New Hampshire

## Department of Safety

Division of Fire Standards and Training and Emergency Medical Services  
Richard M. Flynn Fire Academy  
222 Sheep Davis Road, Concord, New Hampshire  
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



Richard A. Mason  
*Director*

March 1, 2007

Dear Candidate:

On behalf of the New Hampshire Division of Fire Standards and Training & Emergency Medical Services, thank you for your interest in firefighter entrance testing. The 2007 entrance testing format is described in the application packet following this letter. Please read through carefully and review the frequently asked question section, which outline testing procedures. The application packet is available on the Division website at [www.nh.gov/safety/divisions/fstems/trainingcert/testing](http://www.nh.gov/safety/divisions/fstems/trainingcert/testing) or can be picked up at the NH Fire Academy in Concord, New Hampshire.

The application packet contains three items to complete and return:

Item One: Candidate application form with entry fee of \$50.00, returned by **Friday, April 20, 2007**.

Item Two: Physician authorization form returned by **Friday, April 20, 2007**.

Item Three: Test Preparation Manual (TPM) order form with additional fee enclosed, if ordered by mail.

### ORIENTATION:

**Orientation is scheduled for Tuesday, June 26, 2007 and Wednesday, June 27, 2007. The 2007 orientation is by appointment only at the Manchester National Guard Armory, in Manchester, New Hampshire.**

Please select your preferred day and time to attend orientation, by marking the date and times for sessions on the application. Notification of your scheduled orientation date and time will be mailed to you along with your testing dates. Any questions you have about the CPAT can be answered at these sessions, and by reading your orientation packet.

### WRITTEN TEST:

**The written test is scheduled for Wednesday, August 29, and Thursday, August 30, 2007.**

Please note, a TPM is used to assess skills necessary for an entry level firefighter written exam. The 2007 written exam is based on the **new 9<sup>th</sup> edition TPM**. The written test is not a test of your acquired firefighter skills; rather it measures acquisition and retention of material in the TPM.

If you have any questions regarding entrance testing, please do not hesitate to contact me at (603) 271-2661 or 800-371-4503.

Sincerely,

Scott Merrill  
Program Coordinator, Entrance Test



# **TEST 2007**

## **APPLICATION PACKET**

### **NEW HAMPSHIRE STATEWIDE ENTRY-LEVEL FIREFIGHTER EXAMINATION**

**Application & Physician forms Deadline: Friday, April 20, 2007**

**CPAT Orientation: June 26 & 27, 2007**

**Written: August 29 & 30th, 2007**

**Physical Agility (CPAT): September 6-12, 2007**

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF SAFETY  
DIVISION OF FIRE STANDARDS AND TRAINING AND EMERGENCY MEDICAL SERVICES  
RICHARD M. FLYNN FIRE ACADEMY  
222 SHEEP DAVIS ROAD  
CONCORD, NH 03301**

### **Applicant Qualifications**

Applicants must be at least 18 years of age, have a high school diploma or GED (General Educational Diploma) and a valid driver's license with photo from their state of residence. Applicants must submit a written authorization, signed by a physician, authorizing the applicant to complete the testing process.

**NOTE:** *Additional rules apply to jurisdictions hiring career employees, including the following:*

- *Background investigation, including criminal and motor vehicle record check prior to employment. Felony conviction is cause for rejection.*
- *Replacement medical evaluation as outlined in NFPA 1582 prior to employment. Category "A" conditions are cause for rejection.*
- *An oral interview.*
- *Complete a program of study as adopted by the NH Fire Standards & Training Commission within one year of employment.*

**APPLICATION  
FORM:**

All items of the application packet to be returned are clearly marked as Item 1 and Item 2 on the bottom of the appropriate pages. Items 1 and 2 must be completed (**only completed forms with original signatures will be accepted - NO FAXES**) as directed for an applicant to be eligible to participate in the examination.

**\*ITEM 1 (Application for testing) – Postmarked no later than April 20, 2007.**

**\*ITEM 2 (Authorization from Physician) – Postmarked no later than April 20, 2007.**

**\*Learning Disability Accommodation (If applicable) – Postmarked no later than April 20, 2007**

**\*Note: all items have the same deadline this year, but still may be submitted separately, however, all must be postmarked no later than April 20, 2007.**

**NO APPLICANT WILL BE ALLOWED TO TAKE THE EXAMINATION IF REQUIRED FORMS ARE SUBMITTED AFTER DEADLINES.**

**MAIL APPLICATIONS TO:**

**NEW HAMPSHIRE FIRE ACADEMY  
ENTRANCE EXAM  
33 HAZEN DRIVE  
CONCORD, NH 03305**

Or deliver to:

The New Hampshire Fire Academy, 222 Sheep Davis Road, Concord, NH  
Monday through Friday, between the hours of 8:15 a.m. and 4:15 p.m.

**TESTING FEE:**

All applicants will remit a **\$50.00 non-refundable** administration fee, made payable to "NH Fire Standards & Training and Emergency Medical Services." The administration fee may be paid by personal check, money order, or credit card (Master Card, VISA or American Express), and **must accompany the application.**

**APPLICANTS WITH DISABILITIES:**

Individuals with disabilities must notify the NH Fire Academy utilizing the enclosed Learning Disabilities Accommodation Request Procedure form by the application deadline. Any requests for special assistance will be handled on an individual basis and with complete confidentiality.

**GENERAL INFORMATION:****Only completed forms with original signatures will be accepted - NO FAXES**

It is strongly recommended that the **candidate make copies of all required documents that are forwarded to the NHFA.** Due to the large number of candidates, we are not able to return any application documents or any copies.

Any challenges to the written exam process must be made in writing no later than Thursday, August 30, 2007 by 4 pm.

**STATE OF NEW HAMPSHIRE  
RETURNED CHECK POLICY**

- WE MAY RE-PRESENT YOUR CHECKS ELECTRONICALLY FOR ANY CHECK RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS.
- YOUR RETURNED CHECK WILL NOT BE PROVIDED TO YOU WITH YOUR BANK STATEMENT, CONTACT YOUR FINANCIAL INSTITUTION FOR A COPY.
- PER RSA 6:11-a, A FEE OF \$25 OR 5 PERCENT OF THE FACE AMOUNT OF THE CHECK, WHICHEVER IS GREATER, PLUS BANK FEES, WILL BE CHARGED FOR EACH RETURNED CHECK AND COLLECTED WITH A SEPARATE ELECTRONIC TRANSACTION.

All questions should be addressed to Mr. Scott Merrill at the NH Fire Academy, (603) 271-2661 or 1-800-371-4503.

## **WRITTEN EXAMINATION**

Applicants will be administered a general knowledge written examination. No prior training or experience in the job of firefighter is assumed of applicants taking the exam. The examination, based on the Test Preparation Manual, is designed to assess abilities related to the following areas: Reading Comprehension, Interpreting Tables, Situation Judgment, Logical Reasoning, Reading Gauges, Applying Basic Math Rules, Mechanical Aptitude, Spatial Sense, Map Reading and Vocabulary. Applicants shall not be allowed the use of a calculator or any other items in the testing room. Please refer to written testing tips online at our website, (<http://www.nh.gov/safety/divisions/fstems/index.html>) for information.

The written examination will be administered on August 29 and 30, 2007 at the New Hampshire Fire Academy, 222 Sheep Davis Road, Concord, NH. Candidates will be assigned specific dates and times for the testing after acceptance of their applications. Applicants should allow ample time for travel and plan to be at the Academy at least 15 minutes prior to their scheduled testing time. Visit our web-site for information and updates.

### **APPLICANTS WILL NOT BE ALLOWED TO SIT FOR THE EXAM IF THEY ARE LATE!**

An approximate two to three hour time limit is placed upon the administration of the written portion of the examination process.

## **PHYSICAL ABILITY EXAMINATION:**

**All applicants will be scheduled for physical ability examination** as outlined in the New Hampshire Candidate Physical Ability Test Orientation Guide, a copy of which is enclosed for your review and which **MUST** be submitted to the authorizing physician for review. The candidate will be notified of their CPAT testing date and time after successful completion of the application process.

Because of the large volume of candidates, you will be assigned one day and time for the written test and another day and time for the CPAT. You must be available for your assigned times on the days assigned for YOUR testing.

Please refer to the New Hampshire Candidate Physical Ability Test Orientation Guide for further information regarding the Physical Ability Test. **Bring this guide to the physician for reference to your physical.**

**All applicants wishing to attend an orientation of the CPAT must return Item #1 of this application packet. This is a formal signup procedure in order to process all applicants for the CPAT orientation. Candidates may choose the following dates of June 26 and/or 27, 2007. Times must be checked off but will be assigned on a first come first serve basis of applications returned. You will be notified via mail or have information listed on the website as to your final assigned times.** The orientation session will last approximately three hours. A classroom, walkthrough and use of the CPAT equipment will be offered. The orientation will be held at the NH National Guard Armory in Manchester. Candidate attendance is not mandatory, but is highly recommended. Proper clothing to orientation is the same as the CPAT exam.

# APPLICATION FOR TESTING NEW HAMPSHIRE STATEWIDE ENTRANCE EXAMINATION

(Please type or print legibly)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Sex M / F DOB: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Pager / Cell: \_\_\_\_\_  
 Are you at least 18 years of age? Y / N High School / GED Y / N

New Hampshire Firefighter  
Certifications

National Registry EMS  
Certifications

Other

- ☐ Level II  
☐ Level III  
☐ Firefighter I  
☐ Firefighter II  
☐ C2F2

- ☐ EMT B  
☐ EMT I  
☐ EMT P  
☐ Active Military

- ☐ CDL license  
☐ College Degree(s)  
 Major: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Payment Method:

\_\_\_\_\_ Personal Check \_\_\_\_\_ Money Order/Bank Check  
 \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ Amer. Express

Full Name listed on Card: \_\_\_\_\_  
 Card Number: \_\_\_\_\_ Expr: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Please schedule me for the following orientation session (not mandatory, but highly recommend):

Tuesday, June 26:	8:00 AM <input type="checkbox"/>	10:30 AM <input type="checkbox"/>	12:00 PM <input type="checkbox"/>
Wednesday, June 27:	8:00 AM <input type="checkbox"/>	10:30 AM <input type="checkbox"/>	12:00 PM <input type="checkbox"/>

Your signature below authorizes the Division of Fire Standards and Training and Emergency Medical Services to release the results to all departments participating in the testing process.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Instructions: Carefully read and complete all application packet items. Completed applications, including **ITEM 1 with test fee** and **ITEM 2** the physicians release form, must be postmarked by Friday, April 20, 2007. If all forms are not submitted by the April 20th deadline, candidates will not be allowed to test.*

**The authorizing physician must review the New Hampshire Candidate Physical Ability Orientation Guide.**

***This is ITEM 1***

***Submitted or postmarked no later than Friday, April 20, 2007***

***Faxed copies of this form will not be accepted***

**WEB**

Name of Applicant: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**AUTHORIZATION FROM PHYSICIAN  
FOR APPLICANT TO COMPLETE THE PHYSICAL  
ABILITY EXAMINATION AS OUTLINED IN  
THE NEW HAMPSHIRE CANDIDATE PHYSICAL ABILITY TEST ORIENTATION  
GUIDE.**

I have read and understand the firefighter entrance examination process and components associated with the administration of the examination for firefighters and have reviewed the New Hampshire Candidate Physical Ability Orientation Guide. **This form is void if altered in any way.**

I, \_\_\_\_\_, acknowledge that \_\_\_\_\_  
*Physician's name* *Applicant's name*  
Is physically fit to perform the testing process as outlined herein.

\_\_\_\_\_  
*Physician's Signature*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Physician's Name (printed)*

\_\_\_\_\_  
*Physician's Telephone*

\_\_\_\_\_  
*Physician's Address*

***This is ITEM 2***

**Submitted or postmarked no later than Friday, April 20, 2007**

***Faxed copies of this form will not be accepted  
It is the candidate's responsibility to make sure this is returned by the deadline.  
Keep copies for your personnel records.***

## LEARNING DISABILITIES ACCOMMODATION REQUEST PROCEDURE

Candidates with a diagnosed learning disability may request an accommodation under the Americans With Disabilities Act by completing and mailing this request form to the Division of Fire Standards & Training & Emergency Medical Services.

All requests are confidential and need not be discussed with examination proctors or other candidates. Upon receipt of the request, the Division of Fire Standards & Training & EMS will contact the requesting candidate and initiate the investigation process with their third party consultant to make an accommodation determination. The investigation process will be expedited in consideration of the candidate.

A candidate who experiences difficulties with a testing environment and who believes he/she may have a learning disability may wish to obtain a diagnosis from a learning disabilities professional. Depending upon the diagnosis, a request for accommodation may be possible.

**Only candidates with diagnosed learning disabilities will qualify for an accommodation.**

Please contact me to discuss a learning disability accommodation. My telephone number is \_\_\_\_\_ . The best time to call is \_\_\_\_\_ .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name - Printed

**Please return this form to:**

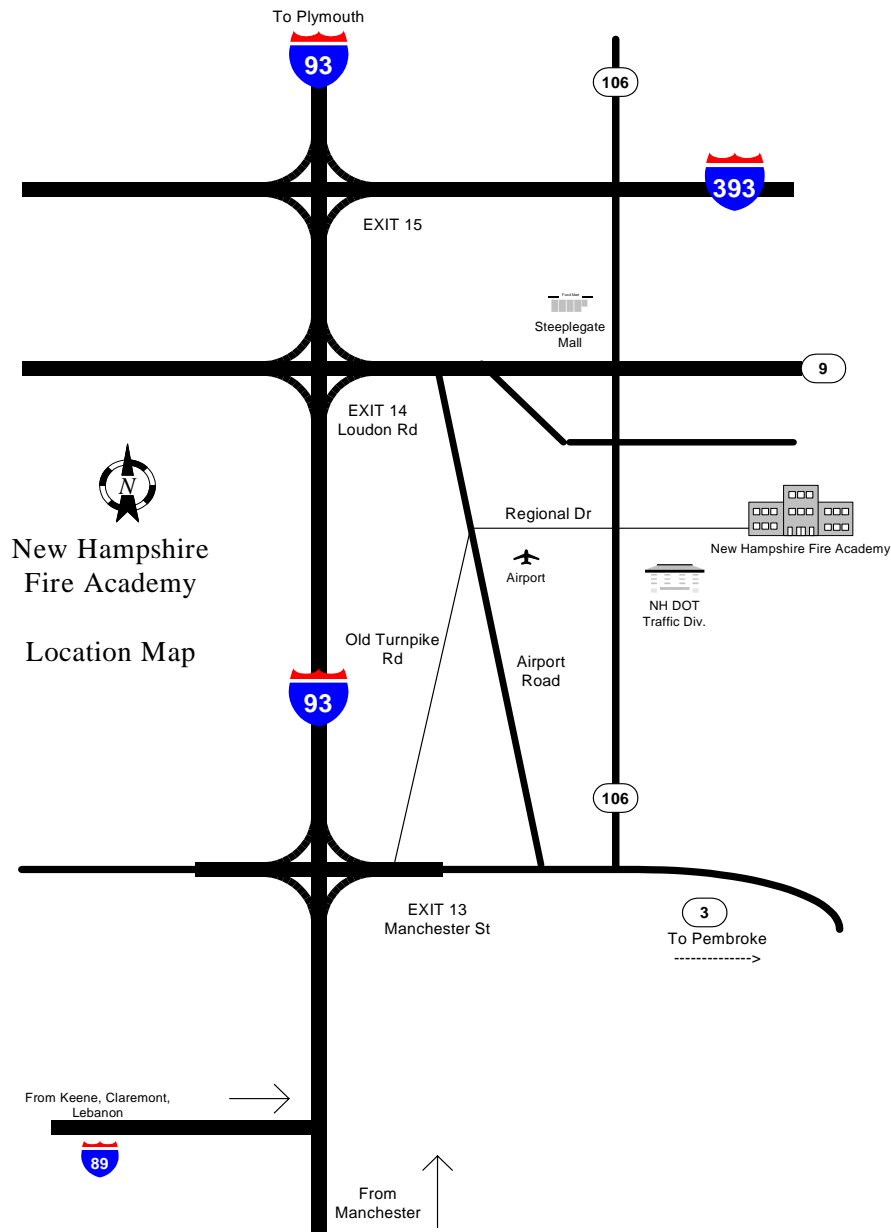
**New Hampshire Fire Academy  
Entrance Testing  
33 Hazen Drive  
Concord, NH 03305**

Please mark the envelope **CONFIDENTIAL** and attention to **L. D. R.**

**If you are requesting an accommodation  
this form must be submitted or postmarked no later than Friday, April 20, 2007.**



## DIRECTIONS TO THE NH FIRE ACADEMY



**DIRECTIONS from 93 North and South:** Exit 15 to 393 East, to 106 South. One mile past the Steeplegate Mall, on the left. Follow signs to Smokey Bear Boulevard. Follow to end of road.

**DIRECTIONS from the Department of Safety:** Turn left onto Hazen Drive, continue to lights at Eastside Drive, turn right and continue to the next set of lights. Go through lights onto Canterbury Road. At the stop sign (blinking light), turn left onto Pembroke Road. Continue on Pembroke Road until it meets Route 106 (Sheep Davis Road), turn right at lights. Take your first left and continue to follow to end of road.

**DIRECTIONS TO MANCHESTER NH NATIONAL GUARD ARMORY**

From the South

Rt 3 N

To

293 N

To

Exit 6 Take a right at Ramada Inn/ Hooters Restaurant \*\*\***SEE BELOW**

From the South

93 N

Merge left onto 293N / 101W

Go

Past Mall of NH and follow 293N as it bears off to the right

Take

Exit 6 off 293 Bear right at Ramada Inn / Hooters Restaurant \*\*\* **SEE BELOW**

Directions from the North

93 S through Hooksett Tolls

Follow

Left for 293 S

To

Exit 6 bearing right at end of ramp

Follow

Almost into rotary and take a right at Ramada Inn/ Hooters Restaurant \*\*\* **SEE BELOW**

\*\*\* Go across bridge to Elm Street

Right onto Elm St at lights

Go

2 blocks take a right onto W. Penacook St. (Rite Aid on left) follow to the bottom

Go

Right onto Canal St.

Go

Right into Armory Parking Lot

Park and follow signs to rear door by chain link fence.

**Changes for 2007 and Frequently Asked Questions**

The New Hampshire Division of Fire Standards and Training and Emergency Medical Services are committed to providing up-to-date information and fitness information for the Candidate Physical Ability Test (CPAT).

**Fitness Trainers for CPAT**

If you would like personalized physical training, we have contact information to provide you with instructors specializing in CPAT fitness and training. They have a professional background in fitness and are highly familiar with specific CPAT fitness techniques.

**Follow Website Information**

All applicants must visit our web site (<http://www.nh.gov/safety/divisions/fstems/index.html>) and follow any changes and updates to your scheduled dates, times and testing information. Failure to do so may lead to loss of admission to testing events.

**Physicals for the CPAT**

The Fire Academy has a list of walk-in clinics available to administer CPAT Physicals for candidates.

**Changes for 2007 testing**

- Aerial climb will not be administered by the Fire Academy at the written test dates.
- CPAT will have scheduled orientation sessions at Armory June 26 & 27. Sign up for orientation is a part of the application process on page 5, please check appropriate box and read directions.

**This year's Entrance testing which consists of two processes i.e., (written exam and CPAT) has some changes. Changes are highlighted in the frequently asked questions below:**

- Q. Why do I have to go through these processes to be a firefighter?
- A. The NH Fire Commission has enacted Administrative Rules for Fire Departments to follow to hire firefighters in the State. The Fire Academy administers two of the requirements, which comprises the entrance test, i.e. written test, and CPAT.
- Q. How is a written exam chosen?
- A. The written exam is a validated exam selected from an assortment of testing companies, an entrance test comes in many forms and you should read carefully what to look for in a particular entrance test.
- Q. Do I need to take the entrance exam every year, since the Commission has ruled that it is good for 26 months?
- A. Although the Commission has ruled that entrance test is good for 26 months, several Departments will only consider candidates who have been through the CPAT portion within the past 12 months. This may include the written test for some Departments also.
- Q. Can I take the written exam again if I passed last year's written?
- A. You can take the written exam again, which would extend your written expiration date to 26 months instead of 14 months. Since Departments do not receive your grades (just Pass/Fail), there is no upgrading to your score results.
- Q. What are some of the options to this year's testing procedure?

- A. Candidates who passed last year's written exam have a choice to go directly to the CPAT portion of the testing and not take this year's written exam.

Rationale is that since the written portion of last year's test is good for another 14 months, this written exam would cover you for the next 12 months entrance list. **Please remember** this may affect your considerations for hire by some Departments by not having your most recent test scores together. We encourage you to take all exams.

- Q. What if I fail this year's written test?

- A. 1. If you passed last year's written test, but failed this year's written test, you will still go onto the CPAT portion. If you pass the CPAT portion, you will be put onto the 2007 Passing/Eligibility List sent to all Departments who subscribe to testing; your expiration date of eligibility will be only 14 months unless another written test is given to extend you to the written testing portion.
2. If you did not take or failed last year's written, fail or do not take this year's written, you will still be allowed to go onto the CPAT testing process. However, if you pass the CPAT portion, you will not be placed on the Eligibility List sent to departments, because you have not met the two state sponsored requirements (written and CPAT).

- Q. The written test has a Test Preparation Manual (TPM). Is it mandatory to have this, and if so, why doesn't the Academy include the manual in the application fee?

- A. 1. The Fire Academy cannot mandate the purchase of this manual. We can explain to you that 70% of all questions come directly from this manual and that your reading comprehension and information to assess your retention of materials will be based on information within this manual.
2. The NH Fire Commission sets the application fee at \$50.00. The Fire Academy is not able to add or subtract from that fee base. Therefore, the cost of the TPM has to be an added fee separate from the application fee. **This year's TPM is the 9<sup>th</sup> Edition**, last year the 8<sup>th</sup> edition was used.

- Q. What if I take one or all of the entrance test requirements, but not through the Fire Academy testing, can I go onto the State List?

- A. The State List comes from only State run and sponsored testing. Fire Departments can accept other testing results that meet the Fire Commission Code of Administrative Rules, but it is a local Fire Department decision. Several Fire Departments find it more convenient and easier to verify candidates on the State List, then to compile and follow up candidate's separate information.

- Q. Once I pass the entrance exam tests of the written and CPAT what can I expect?

- A. Passing the entrance tests fulfills the pre-hire requirements Departments must meet in order to officially hire you. Departments that take part in the testing will receive a list of candidates and your certification levels. The more certification levels in fire and EMS, the greater your appeal will be to departments.

## **FSI'S TEST PREPARATION MANUAL (TPM) 9<sup>th</sup> Edition** **FOR ENTRY – LEVEL FIREFIGHTERS**

The **New Hampshire Firefighter written test** consists of two components: A reading ability component and a cognitive ability component. The reading ability component accounts for 72% of the test. All test items from the reading ability component will come directly from the Test Preparation Manual (TPM) **9<sup>th</sup> Edition** consisting of five chapters describing information needed to succeed as an entry-level firefighter. Candidates typically study this Manual for 3 to 6 weeks and then take a multiple-choice test measuring their retention of the material in the Manual. Because the majority of test material comes from the TPM, the more familiar the candidate is with the TPM, the higher their score may be on the test. Purchasing the TPM is recommended for taking the test. The additional 28 cognitive items will be in the form of word problems, math problems and will not be covered with the TPM manual. **Remember, the TPM manual is strongly advised.**

**The TPM can be picked up and purchased at the  
NH Fire Academy in Concord for \$15.00.**

If you would like to order the TPM, send a check or complete the credit card information below for \$18.95 (includes S+H) and mail to:

NH Fire Standards and Training & EMS  
33 Hazen Drive  
Concord, NH 03305

Or call the Fire Academy and arrange to pay by credit card over the phone at 1-800-371-4503 or 603-271-2661.

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### **Payment Method:**

\_\_\_\_\_ Personal Check      \_\_\_\_\_ Money Order/Bank Check      Date of Birth: \_\_\_\_\_

\_\_\_\_\_ VISA      \_\_\_\_\_ MasterCard      \_\_\_\_\_ American Express

Full Name listed on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Send my TPM to the following address:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_